

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Tractor Operator										NA										5705										06										SN										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature																				Signature																																																	
Date																				Date																																																	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				FWS JGS For Tractor Operating 5705 TS-62 Jan 92, Hdbk of Occup Groups and Fam Aug02																																																	
S. J. NEW																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Principal Classifier																																																																					
Signature																				Date																																																	
12-31-01																																																																					
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Tractor Operator **POSITION NUMBER** 01-048A

**JOB SERIES:** 5705 **PAY LEVEL:** NA-6

**Summary of Duties:** Operates farm-type tractors and towed or attached equipment such as gang mowers, aerators, plows, harrows, chippers, sprayers, disks, post hole diggers, front-end loading devices, movable dozer blades, and backhoes. Frequently operates towed or attached equipment from the seat of the tractor through hydraulic or mechanical controls. Equipment may be powered to maintain grounds by direct drive or a power takeoff. Makes multiple mechanical and hydraulic connections between the towed or attached equipment and the tractor and makes numerous equipment adjustments. Performs operator maintenance on tractors and equipment. Works on level or rolling terrain in such areas as open fields, golf courses, lawns, and along roadways. Performs other related duties as assigned.

**Skills and Knowledge:** Work requires knowledge and ability to manipulate both tractor and equipment controls at the same time, e.g., operate tractors while raising and lowering gang mowers. Skill in operating boom slope mowers to cut grass on slopes while operating the tractor on level ground or along roads. Knowledge of equipment to make multiple connections from the equipment to the tractor, connecting mechanical drive shafts and hydraulic lines. Skill in performing tasks associated with grounds maintenance. Knowledge of operating characteristics of the tractor and towed or attached equipment. Knowledge of equipment capabilities. Possess or be able to obtain applicable state and/or government driver's licenses.

**Responsibility:** Receives oral and written assignments from the supervisor or higher grade worker. Performs duties according to established methods and special instructions. Selects appropriate gears, power settings, and speeds for equipment operations, based on various soil conditions. Makes judgments concerning lift capacity weight, and balance or load. Responsible for operator maintenance on tractors and equipment such as checking and replenishing fluids to proper levels, examining and changing filters, changing and sharpening blades, lubricating equipment and making necessary adjustments.

**Physical Effort:** Work requires light to moderate physical effort in performing duties such as operating tractors and uncoupling and making couplings between tractors and towed vehicles. Frequent bending, stooping, reaching, and arm and leg movement to work tractor controls. Frequently lifts and carries parts and equipment weighing up to 50 pounds. Occasionally lifts heavier items with assistance or with mechanical lifting devices.

**Working Conditions:** Work is performed both inside and outside. Operators are subject to drafts, noise, and varying temperatures. Exposed to weather and temperature extremes outside, as well as high noise levels, vibrations, and jolts from tractor and towed equipment. Exposed to dust, dirt, grease, and fumes. Must follow safety practices and wear issued safety equipment.